# Assassination Records Review Board
# Final Determination Notification

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AGENCY : HSCA
RECORD NUMBER : 180-10068-10320
RECORD SERIES : STAFF PAYROLL RECORDS
AGENCY FILE NUMBER :

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**December 8, 1995**

**Status of Document:** Postponed in Part

**Number of releases of previously postponed information:** 7
Reason for Board Action: The Review Board's decision was premised on several factors including: (a) the significant historical interest in the document in question; (b) the absence of evidence that the release of the information would cause harm to the United States or to any individual.

**Number of Postponements:** 4

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Postponements: All the postponements in this document represent Social Security numbers.

Reason for Board Action: The text is redacted because the public disclosure of the redaction could reasonably be expected to constitute an unwarranted invasion of personal privacy, and that invasion of privacy would be so substantial that it outweighs the public interest.

Substitute Language: SSN

Date of Next Review: 2017

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**Board Review Completed:** 10/24/95

JFK ASSASSINATION SYSTEM

IDENTIFICATION FORM

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AGENCY INFORMATION

AGENCY : HSCA
RECORD NUMBER : 180-10068-10320

RECORDS SERIES :
STAFF PAYROLL RECORDS

AGENCY FILE NUMBER :

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DOCUMENT INFORMATION

ORIGINATOR : HSCA
FROM :
TO :

TITLE :

DATE : 06/22/77
PAGES : 8

SUBJECTS :
HSCA, ADMINISTRATION
BURFORD, JUDITH R.

DOCUMENT TYPE : PRINTED FORM
CLASSIFICATION : U
RESTRICTIONS : 3
CURRENT STATUS : P
DATE OF LAST REVIEW : 07/07/93

OPENING CRITERIA :

COMMENTS :
Box #:1.

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[R] - ITEM IS RESTRICTED

BURFORD, Judith
Name of Employee

Address

Address

Phone Number

Position Title

Position Number — Level — Step

# OFFICE OF THE CLERK
# U.S. HOUSE OF REPRESENTATIVES
# PERSONAL LEAVE RECORD

1978
YEAR

BALANCE BROUGHT FORWARD FROM PRECEDING YEAR

| Annual Leave | Sick Leave |
|---|---|
| 2 | 6 |

DATE OF APPOINTMENT: 6-22-77

PRIOR FEDERAL SERVICE: Years ........ Months ........

ANNUAL LEAVE CATEGORY
- 1.0 ☐
- 1.5 ☐
- 2.0 ☐

DAY OF MONTH

| Month | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Jan. | | | | | | | | | | | | | | | | S | | | | | | | | | | | | | | | |
| Feb. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mar. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Apr. | | | | | | | | | | | | S | | | | | | | | | | | | | | | | | | | |
| May | | | | | | | | | | | | | | | | | | | X | | | | | | | | | | | X | X |
| June | X | X | | | | | | | | | | | | | | | | | | | | | S | | | | | | | | |
| July | | | | | X | X | X | X | X | | | S | | | | | | | | | | | | | | | | | | | |
| Aug. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sept. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Oct. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nov. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Dec. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Terminated 7/15/78

| Month | Accrued This Month: Annual Leave | Accrued This Month: Sick Leave | Available This Month: Annual Leave | Available This Month: Sick Leave | Used This Month: Annual Leave | Used This Month: Sick Leave | Balance at Close of Month: Annual Leave | Balance at Close of Month: Sick Leave | Employee Initials |
|---|---|---|---|---|---|---|---|---|---|
| Jan. | 1 | 1 | 3 | 7 | | 1 | 3 | 6 | |
| Feb. | 1 | 1 | | | | | 4 | 7 | |
| Mar. | 1 | 1 | | | | | 5 | 8 | |
| Apr. | 1 | 1 | | | | 1 | 6 | 8 | |
| May | 1 | 1 | 7 | 9 | 3 | | 4 | 9 | |
| June | 1 | 1 | 5 | 10 | 2 | 1 | 3 | 9 | |
| July | 1 | 1 | 4 | 10 | 4 | 2 | 0 | 7 | |
| Aug. | | | | | | | | | |
| Sept. | | | | | | | | | |
| Oct. | | | | | | | | | |
| Nov. | | | | | | | | | |
| Dec. | | | | | | | | | |

- ⧄ = 0.5 day annual leave
- ☒ = 1.0 day annual leave
- S/ = 0.5 day sick leave
- S or S/S = 1.0 day sick leave
- A/ = 0.5 day administrative leave
- A or A/A = 1.0 day administrative leave
- U/ = 0.5 day unauthorized absence
- U or U/U = 1.0 day unauthorized absence
- LWP/ = 0.5 day leave without pay
- LWP = 1.0 day leave without pay

CERTIFIED CORRECT:

Employee's Signature (If employee refuses to sign, state reason below.) — Date

Chief's Signature — Date

Approved: Clerk of the House — Date

This record will be forwarded to the Clerk of the House at the end of each calendar year, or in case of termination, along with the request for termination. Upon approval, the record will be filed in the employee's official personnel folder.

EXHIBIT I

**PAYROLL AUTHORIZATION FORM**

(Please Use Typewriter or Ballpoint Pen)

**U.S. HOUSE OF REPRESENTATIVES**
**Washington, D.C. 20515**

**(Any erasures, corrections, or changes on this form must be initialed by the authorizing official.)**

## To the Clerk of the House of Representatives:

I hereby authorize the following payroll action:

| Employee Name (First-Middle-Last) | Effective Date |
|---|---|
| Judith R. Burford | 7/15/78 |
| **Employee Social Security Number** | **Type of Action** |
| 414-98-4025 | ☐ Appointment<br>☐ Salary Adjustment<br>☐ Title Change<br>☒ Termination (At close of business on effective date)<br>☐ Leave without pay (Beginning with effective date above and ending close of business______________ Specify Date) |
| **Employing Office or Committee/Subcommittee** | |
| Assassinations | |

(If type of action is an Appointment, Salary Adjustment, or Title Change, complete appropriate information below.)

| Position Title | Gross Annual Salary* |
|---|---|
| | |

* If employee is a civil service annuitant (includes U.S. House of Representatives), the gross annual salary shown should include the annuity received by the employee plus the salary received from the employing office.

(If Committee Employee, complete appropriate item below.)

1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.
2. ☒ Special (Investigative staff of Standing Committee) or Select Committee: Authority—H. Res. 956 of 95th Congress.
3. ☐ Joint Committee.

(If Employee of an Officer of the House, complete item below.)

Position Number______________ If applicable, Level________ Step________

I certify that this authorization is not in violation of 5 U.S.C. 3110(b), prohibiting the employment of relatives.

Date July 7, 19 78

______________________________
(Signature of Authorizing Official)

LOUIS STOKES, CHAIRMAN
(Type or print name of Authorizing Official)

______________________________
(Title – If Member, District and State)

______________________________
(If appropriate, signature of Subcommittee Chairman or Ranking Minority Member)

______________________________
(Type or print name and title of above official)

All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, except those of the Committee on Appropriations, the Committee on the Budget, and the Joint Committees, must be approved by the Committee on House Administration.

APPROVED:______________________________
Chairman, Committee on House Administration

Office of Finance use only:

Office Code__________

Monthly Annuity $__________.00 as of ______________

ID ______________

Benefits ______________

Payroll ______________

(Revised: August 1, 1977)

Copy for Initiating Office or Committee

**PAYROLL AUTHORIZATION FORM**

(Please Use Typewriter or Ballpoint Pen)

**U.S. HOUSE OF REPRESENTATIVES**
**Washington, D.C. 20515**

(Any erasures, corrections, or changes on this form must be initialed by the authorizing official.)

**To the Clerk of the House of Representatives:**

I hereby authorize the following payroll action:

| Employee Name (First-Middle-Last) | Effective Date |
|---|---|
| Judith R. Burford | March 1, 1978 |
| **Employee Social Security Number** | **Type of Action** |
| 414-98-4025 | ☐ Appointment<br>☒ Salary Adjustment<br>☐ Title Change<br>☐ Termination (At close of business on effective date)<br>☐ Leave without pay (Beginning with effective date above and ending close of business________________ Specify Date) |
| **Employing Office or Committee/Subcommittee** | |
| Assassinations | |

(If type of action is an Appointment, Salary Adjustment, or Title Change, complete appropriate information below.)

| Position Title | Gross Annual Salary* |
|---|---|
| Document Clerk | $14,000 |

* If employee is a civil service annuitant (includes U.S. House of Representatives), the gross annual salary shown should include the annuity received by the employee plus the salary received from the employing office.

(If Committee Employee, complete appropriate item below.)

1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.
2. ☒ Special (Investigative staff of Standing Committee) or Select Committee: Authority—H. Res. 956 of 95th Congress.
3. ☐ Joint Committee.

(If Employee of an Officer of the House, complete item below.)

Position Number______________ If applicable, Level________ Step_______

I certify that this authorization is not in violation of 5 U.S.C. 3110(b), prohibiting the employment of relatives.

Date March 14, 19 78 ______________________________ (Signature of Authorizing Official)

______________________________ (If appropriate, signature of Subcommittee Chairman or Ranking Minority Member)

LOUIS STOKES (Type or print name of Authorizing Official)

______________________________ (Type or print name and title of above official)

Chairman (Title – If Member, District and State)

All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, except those of the Committee on Appropriations, the Committee on the Budget, and the Joint Committees, must be approved by the Committee on House Administration.

APPROVED:______________________________
Chairman, Committee on House Administration

Office of Finance use only:

Office Code__________

Monthly Annuity $__________.00 as of ______________________

ID ______________________

Benefits ______________________

Payroll ______________________

(Revised: August 1, 1977)

Copy for Initiating Office or Committee

**PAYROLL AUTHORIZATION FORM**

(Please Use Typewriter or Ballpoint Pen)

**U.S. HOUSE OF REPRESENTATIVES**
Washington, D.C. 20515

(Any erasures, corrections, or changes on this form must be initialed by the authorizing official.)

**To the Clerk of the House of Representatives:**

I hereby authorize the following payroll action:

| Employee Name (First-Middle-Last) | Effective Date |
|---|---|
| Judith R. Burford | 8/1/77 |
| **Employee Social Security Number** | **Type of Action** |
| 414-98-4025 | ☐ Appointment<br>☒ Salary Adjustment<br>☐ Termination (At close of business on effective date) |
| **Employing Office or Committee** | |
| Assassinations | |

(If type of action is an Appointment or Salary Adjustment, complete the following information.)

| Position Title | Gross Annual Salary |
|---|---|
| Document Clerk | 12,000 |

(If Committee Employee, complete appropriate item below.)

1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.
2. ☒ Special or Select Committee: Authority—H. Res. 465 of 95th Congress.
3. ☐ Joint Committee.

(If Employee of an Officer of the House, complete item below.)

Position Number_______________If applicable, Level_______Step________

I certify that this authorization is not in violation of 5 U.S.C. 3110(b), prohibiting the employment of relatives.

Date August 2, 1977

(Signature of Authorizing Official)

LOUIS STOKES
(Type or print name of Authorizing Official)

CHAIRMAN
(Title—If Member, District and State)

All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, except those of the Committee on Appropriations, the Committee on the Budget, and the Joint Committees, must be approved by the Committee on House Administration.

APPROVED:____________________________
Chairman, Committee on House Administration

Office of Finance use only:

Office Code__________

Monthly Annuity $__________.00

**Copy for Initiating Office or Committee**

## PAYROLL AUTHORIZATION FORM

(Please Use Typewriter or Ballpoint Pen)

**U.S. HOUSE OF REPRESENTATIVES**
Washington, D.C. 20515

(Any erasures, corrections, or changes on this form must be initialed by the authorizing official.)

**To the Clerk of the House of Representatives:**

I hereby authorize the following payroll action:

| Employee Name (First-Middle-Last) | Effective Date |
|---|---|
| Judith R. Burford | 6/22/77 |
| **Employee Social Security Number** | **Type of Action** |
| 414 98 4025 | ☑ Appointment<br>☐ Salary Adjustment<br>☐ Termination (At close of business on effective date) |
| **Employing Office or Committee** | |
| Assassinations | |

(If type of action is an Appointment or Salary Adjustment, complete the following information.)

| Position Title | Gross Annual Salary |
|---|---|
| Document Clerk | $10,000 |

(If Committee Employee, complete appropriate item below.)

1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.
2. ☒ Special or Select Committee: Authority—H. Res. 465 of 95th Congress.
3. ☐ Joint Committee.

(If Employee of an Officer of the House, complete item below.)

Position Number________ If applicable, Level_______ Step_______

I certify that this authorization is not in violation of 5 U.S.C. 3110(b), prohibiting the employment of relatives.

Date June 28, 1977 [signature]
(Signature of Authorizing Official)

Louis Stokes
(Type or print name of Authorizing Official)

Chairman
(Title—If Member, District and State)

All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, except those of the Committee on Appropriations, the Committee on the Budget, and the Joint Committees, must be approved by the Committee on House Administration.

APPROVED:____________________
Chairman, Committee on House Administration

Office of Finance use only:

Office Code__________

Monthly Annuity $__________.00

**Copy for Initiating Office or Committee**

M E M O R A N D U M

June 27, 1977

TO: Tom Howarth
Budget Officer

FROM: Donovan L. Gay
Chief Researcher

RE: Judith Burford - Document Clerk

Effective today, June 27, 1977, Ms. Judith Burford is now on board as a member of the Research/ Document Unit.

Ms. Burford has received the approval of Chairman Stokes and the authorization of Mr. Blakey.

She will be working in the capacity as Document Clerk for the King Research Team at a salary of $10,000 per annum.

Burford
c/.

M E M O R A N D U M

June 16, 1977

TO: Tom Lambeth
Acting Staff Director

FROM: Donovan L. Gay *Donovan Gay (mcp)*
Chief Researcher

RE: Judith Burford - Document Clerk

Simply to advise you that Ms. Judith Burford has been interviewed by Gerald Hamilton, Jackie Hess, Steve Fallis, Tiny Hutton, and myself for the position of Document Clerk for the Research/Document Unit-MLK Task Force.

Ms. Burford qualifies for this position and it is unanimously agreed that she come on board on Tuesday, June 21, 1977, at a salary of $10,000. Additionally, Ms. Burford comes highly recommended by Congressman Harold Ford.

Thank you for your attention to this recommendation.

mcp

OK

M E M O R A N D U M

TO: ALL STAFF

RE: Payroll Certification

The Regulations and Accounting Procedures for Allowances and Expenses of Committees, Members and Employees of the U.S. House of Representatives require that, among other things, the Committee's monthly payroll certification include the relationship, if any, of each employee to any current Member of Congress. This certification is signed monthly by our Chairman.

The following are the relationships to be included in the certification:

| | | |
|---|---|---|
| father | nephew | brother-in-law |
| mother | niece | sister-in-law |
| son | husband | stepfather |
| daughter | wife | stepmother |
| brother | father-in-law | stepbrother |
| sister | mother-in-law | stepsister |
| uncle | son-in-law | half-brother |
| aunt | daughter-in-law | half-sister |
| first cousin | | |

Please complete the appropriate portion below, sign and date this form, which will then become a part of your permanent personnel file. If this status changes, you must notify the Committee's Budget Office immediately of the change.

☒ I am not related to any current (95th Congress) Member of Congress.

☐ I am related to a current (95th Congress) Member of Congress. (Please specify.) ________________

Judith Barfield
Signature of Employee

June 28, 1977
Date